

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 03, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, April 03, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). The Chair Dr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. The Agenda is given in Attachment A. A list of Action Items generated during this meeting is given in Attachment B. A List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the Agenda.*

## **INTRODUCTION**

Dr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

## **TOPICS OF AGENDA**

### ***Agenda Repair***

No changes were made to the agenda for this teleconference.

### ***Approval of March 20, 2002 Minutes***

The minutes were approved and accepted as written.

### ***Announcements***

Mr. Daniel Hickman reported that the NELAP Accrediting Authorities Group did not object to having the On-Site Committee solicit from their assessors any concerns related to consistency of application of the standards.

The committee discussed and agreed that the assessor checklists currently posted in the NELAC archive website should be deleted because they are not official and many contain errors. Mr. Richard Sheibley will notify the NELAP Accrediting Authority Group that the checklists will be removed from the website on May 10, 2002, and that the assessors should download the checklists if they desire to use them to some extent. He will also advise the NELAP Accrediting Authority Group that some information on the checklists is outdated.

Dr. Sotomayor was asked to contact the NELAC webmaster requesting a highlight on the "What's New" section advising that the new Chapter 5 Checklist is now available.

### ***Status of Action Items***

- ***CBI Draft*** – Mr. Sheibley made some changes to the Confidential Business Information (CBI) draft and was ready to discuss them at this teleconference.
- ***Assessor Electronic Forum*** – Dr. Sotomayor compiled and distributed a list of ideas on the logistics, content, and format of the assessor electronic forum. The On-Site Assessment Committee was ready to discuss the list at this teleconference.
- ***Appendices C and D Consolidation*** – Dr. Sotomayor deferred discussion of this item until the next scheduled teleconference.

### **CBI DRAFT**

- Mr. Sheibley reviewed with the committee the changes he had made to the CBI draft. The committee suggested minor editorial changes and Mr. Sheibley corrected the language in real-time and redistributed it to the committee. The committee approved the changes for submittal to Ms. Jeanne Hankins and presentation at NELAC 8.

### **ASSESSOR ELECTRONIC FORUM**

The committee discussed the items on the form distributed by Dr. Sotomayor. The committee decided that the first forum participants would be the NELAC assessors, members of the On-Site Committee, and others invited by the Forum chairperson.

The committee also determined that it would be useful to contact assessors to determine any problems and concerns they might have regarding consistency of NELAC Standards. Dr. Sotomayor will draft a request document for the Committee to review. The request will ask for feedback, electronically, directly to Dr. Sotomayor. Dr. Sotomayor will then review the responses received, remove personal identifiers, and collate the information for the committee to review. The results of this exercise would help create an agenda for the electronic forum.

A committee member suggested that the results of the information collected should be compared to the issues that were raised in the past in a similar exercise and that may not have been resolved. Ms. Marlene Moore has access to the information collected in the past.

Mr. Friedman annotated changes to the assessors' forum document and drafted an agenda to share, if necessary, with the Board of Directors, at the April 11, 2002 teleconference. Mr. Friedman was asked to send a message to the Board's chair confirming his participation at the teleconference.

## **NEXT STEPS**

The next steps are captured in the list of Action Items in Attachment C.

## **ADJOURNMENT**

There being no other issues to discuss, the meeting was adjourned.

## **NEXT TELECONFERENCE**

The next teleconference is scheduled for April 17, at 1:00 p.m., EDT.

**AGENDA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 03, 2002**

- Call-In/Roll Call
- Agenda Repair
- Approval of March 20, 2002 Minutes
- Announcements
- Status of Action Items
- CBI Draft
- Assessor Electronic Forum
- Appendices C and D Consolidation
- Next Steps/Adjournment

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Present a draft for discussion of consolidated Appendix C. (Uhlfelder, Hall, Sheibley)	04/17/02
2	Revise Electronic Assessor Forum data sheet, resend to Committee, and present to Board of Directors. (Friedman)	04/11/02
3	Develop a form to solicit assessor concerns regarding consistency of NELAC Standards. (Sotomayor)	04/17/02
4	Advise AAs that assessor checklists will be deleted from NELAC website. (Sheibley)	ASAP
5	Request deletion of assessor checklists from NELAC website archives. (Sotomayor)	05/10/02
6	Request a highlight on the NELAC Website in the “What’s New Section” informing the availability of the new Chapter 5 Checklist. (Sotomayor)	04/17/02

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 03, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Sotomayor, Alfredo, Chair	Wisconsin DNR	T: (608)266-9257 F: (608)266-5226 E: sotoma@dnr.state.wi.us
Davis, Wayne Board of Directors Liaison (absent)	South Carolina Department of Health and Environmental Control	T: (803)896-0970 F: (803)896-0850 E: davisrw@columb36.dhec.state.sc.us
Friedman, David	USEPA	T: (202)564-6662 F: (202)565-2432 E: friedman.david@epa.gov
Hall, Jack	Interpretive Consulting	T: (865)576-4138 F: (865)576-8558 E: scl3883@aol.com
Hickman, Daniel	OR DEQ Laboratory	T: (503)229-5983 F: (503)229-6924 E: hickman.dan@deq.state.or.us
Ingersoll, William	U.S. Navy – NAVSEA Programs. FO	T: (843)764-7337 F: (843)764-7360 E: ingersollws@navsea.navy.mil
Moore, Marlene	Advanced Systems, Inc.	T: (302)995-2290 F: (720)293-3706 E: mmoore@advancedsys.com
Parker, Faust (absent)	PBS&J Environmental Toxicology Laboratory	T: (713)977-1500 F: (713)977-9233 E: frparker@pbsj.com
Sheibley, Richard	Pennsylvania Dept of Environmental Protection – Bureau of Laboratories	T: (717)705-2425 F: (717)783-1502 E: rsheibley@state.pa.us
Uhlfelder, Mimi		T: (410)561-1898 F: (410)561-5809 E: mmuhlfelder@aol.com
Urta, Santos (absent)	City of Austin Water & WW Utility	T: (512)927-4027 F: (512)927-4038 E: santos.urra@ci.austin.tx.us
Brediger, Arlyn Contractor	Anteon Corporation	T: (702)731-4233 F: (702)731-4027 E: abrediger@anteon.com